SAMPLE FAMILY SUPPORT CENTER LETTER

OFFICE SYMBOL
Dear;
The emergency situation caused by (name of disaster) has caused severe destruction and unmeasurable chaos and tragedy in the lives of hundreds people in (location of disaster). The (victim district) District of the U.S. Army Corps of Engineers has a lead role in meeting the needs of those suffering from this disaster. Without the assistance of Corps members from outside our district, we could not meet this challenge.
(Mr. or Ms. last name) is providing a tremendously valuable service by being a part of the recovery activities. (His or her) dedicated service will serve to enhance the Corps of Engineers' operations being conducted in (location of disaster). We appreciate very much (Ms. or Mr. last name) willingness to take on this added significant responsibility during this emergency operation
Equally important to us is your support of (Mr. or Ms. last name) and of the Corps of Engineers during this time. We recognize that you are concerned about your family member's safety, health, and welfare, during this operation.
A Family Services Center has been activated to assist the Corps family members serving in this operation. A toll-free telephone line has been set up and will be staffed between the hours of and , (day of the week) through (day of the week), for any questions that might arise, or assistance that we can provide.
The toll-free number is 1-800 For mail to (first name of individual) use the following address:
U.S. Army Corps of Engineers (Name of supporting office) ATTN: (office symbol and individual's last name) P.O. Box (box number) (city, state and zip) XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX